

**DAILY AFTER-SCHOOL SNACK COUNT WORKSHEET
FOR AREA ELIGIBLE PROGRAMS**

Directions: Complete this worksheet on a daily basis. Indicate the daily attendance in the appropriate column. At the end of the month, add up the free claimed column to get a total number of snacks served for the month. Note that the total number of free claimed daily can **never** exceed the daily attendance figure in the After-School Snack Program.

SITE: _____

MONTH: _____ **ENROLLMENT:** _____

Day of Month	Daily Attendance	Free Claimed	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL			

All accounts and records pertaining to the school food service including approved and denied free and reduced price applications must be retained and available for future audit for a period of three years after the federal fiscal year to which they pertain.

Completed by: _____

Date: _____